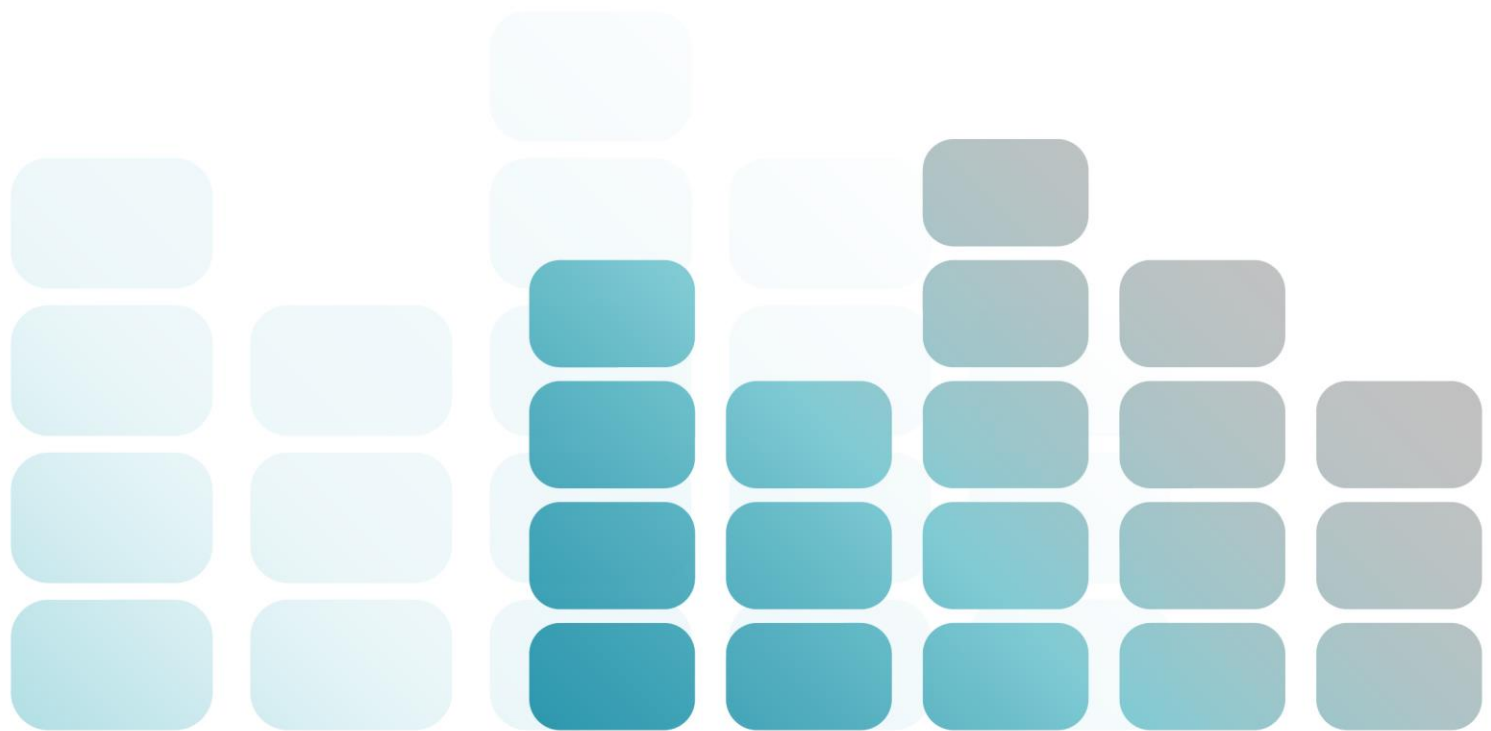


Creative Scotland / Creative Scotland National Lottery Distribution Fund

Annual Audit Plan 2024/25



 AUDIT SCOTLAND

Prepared for Creative Scotland
March 2025

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Accessibility

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Introduction

Purpose of the Annual Audit Plan

1. The purpose of this Annual Audit Plan is to provide an overview of the planned scope and timing of the 2024/25 audit of Creative Scotland's group annual report and accounts and the 2024/25 audit of the Creative Scotland National Lottery Distribution Fund's annual report and accounts. This report outlines the audit work planned to meet the audit requirements set out in [auditing standards](#) and the [Code of Audit Practice](#), including supplementary guidance.

Appointed auditor and independence

2. Esther Scoburgh, of Audit Scotland, has been appointed by the Auditor General for Scotland as external auditor for the period from 2022/23 until 2026/27 of:

- Creative Scotland and its group
- Creative Scotland National Lottery Distribution Fund.

3. The 2024/25 financial year is therefore the third of the five-year audit appointment.

4. The appointed auditor and the audit team are independent of Creative Scotland and the Creative Scotland National Lottery Distribution Fund in accordance with relevant ethical requirements, including the Financial Reporting Council's Ethical Standard. This standard imposes stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has robust arrangements in place to ensure compliance with ethical standards. These arrangements are overseen by the Executive Director of Innovation and Quality, who serves as Audit Scotland's Ethics Partner.

5. The Ethical Standard requires auditors to communicate any relationships that may affect the independence and objectivity of the audit team. There are no such relationships pertaining to the audits of Creative Scotland and the Creative Scotland National Lottery Distribution Fund to communicate.

Audit scope and responsibilities

Scope of the audit

6. The audit is performed in accordance with the Code of Audit Practice, including supplementary guidance, International Standards on Auditing (UK), and relevant legislation. These set out the requirements for the scope of the audit which includes:

- An audit of the financial statements and an opinion on whether they give a true and fair view and are free from material misstatement, including the regularity of income and expenditure.
- An opinion on statutory other information published with the financial statements in the annual report and accounts, the Performance Report, and the Governance Statement, and an opinion on the audited part of the Remuneration and Staff Report.
- Conclusions on arrangements in relation to the wider scope areas: Financial Management, Financial Sustainability, Vision, Leadership, and Governance, and Use of Resources to Improve Outcomes.
- Reporting on arrangements for securing Best Value.
- Providing an assurance statement on the Whole of Government Accounts.
- Provision of an Annual Audit Report setting out significant matters identified from the audit of the annual report and accounts and the wider scope areas specified in the Code of Audit Practice.

Responsibilities

7. The Code of Audit Practice sets out the respective responsibilities of Creative Scotland / Creative Scotland National Lottery Distribution Fund and the auditor. A summary of the key responsibilities is outlined below.

Auditor's responsibilities

8. The responsibilities of auditors in the public sector are established in the Public Finance and Accountability (Scotland) Act 2000. These include providing an independent opinion on the financial statements and other information reported within the annual report and accounts, and concluding on Creative Scotland's / Creative Scotland National Lottery Distribution Fund's arrangements in place for the wider scope areas.

Creative Scotland's / Creative Scotland National Lottery Distribution Fund's responsibilities

9. The officers of Creative Scotland / Creative Scotland National Lottery Distribution Fund have primary responsibility for ensuring proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enables it to successfully deliver its objectives. The features of proper financial stewardship include:

- Establishing arrangements to ensure the proper conduct of the organisation's affairs.
- Preparation of an annual report and accounts, comprising financial statements and other information that gives a true and fair view. Separate, stand-alone, annual report and accounts are prepared for Creative Scotland and the Creative Scotland National Lottery Distribution Fund.
- Establishing arrangements for the prevention and detection of fraud, error and irregularities, and bribery and corruption.
- Implementing arrangements to ensure the financial position is soundly based.
- Making arrangements to secure Best Value.
- Establishing an internal audit function.

Audit of the annual report and accounts

Introduction

10. The audit of the annual report and accounts is driven by materiality and the risks of material misstatement in the financial statements, with greater attention being given to the significant risks of material misstatement. This chapter outlines materiality, the significant risks of material misstatement that have been identified, and the impact these have on the planned audit procedures.

Materiality

11. Materiality is applied by auditors in planning and performing an audit, and in evaluating the effect of any uncorrected misstatements on the financial statements or other information reported in the annual report and accounts. The concept of materiality is to determine whether matters identified during the audit could reasonably be expected to influence the decisions of users of the financial statements. Auditors set a monetary threshold when determining materiality, although some issues may be considered material by their nature. Materiality is ultimately a matter of the auditor’s professional judgement.

12. The materiality levels determined for Creative Scotland and its group, and Creative Scotland National Lottery Distribution Fund are outlined in [Exhibit 1](#).

Exhibit 1

2024/25 Materiality levels for Creative Scotland (CS) and its group, and Creative Scotland National Lottery Distribution Fund (CSNLDF)

Materiality	CS	CS Group	CSNLDF
Materiality: Based on an assessment of the needs of users of the financial statements and the nature of the organisation’s operations, the benchmark used to determine materiality is gross expenditure based on the audited 2023/24 financial statements. Materiality has been set at 2% of the benchmark.	£1.245 million	£1.247 million	£861,000

Materiality	CS	CS Group	CSNLDF
Performance materiality: This acts as a trigger point. If the aggregate of misstatements identified during the audit exceeds performance materiality, this could indicate that further audit procedures are required. Using professional judgement, performance materiality has been set at 75% of planning materiality.	£933,000	£935,000	£645,000
Reporting threshold: All misstatements greater than the reporting threshold will be reported.	£62,000	£62,000	£43,000

Source: Audit Scotland

Significant risks of material misstatement to the financial statements

13. The risk assessment process draws on the audit team's cumulative knowledge of Creative Scotland and the Creative Scotland National Lottery Distribution Fund, including:

- the nature of operations and significant transaction streams;
- the system of internal control;
- governance arrangements and processes, and;
- developments that could impact on financial reporting.

14. Based on the risk assessment process, significant risks of material misstatement to the financial statements have been identified and are summarised in [Exhibit 2](#). These are the risks which have the greatest impact on the planned audit approach, and the planned audit procedures in response to the risks are outlined in Exhibit 2.

15. The risk assessment process is an iterative and dynamic process. The assessment of risks set out in this Annual Audit Plan and Exhibit 2 may change as more information and evidence is obtained over the course of the audit. Where such changes occur, we will advise management, and where relevant, report them to those charged with governance.

Exhibit 2

Significant risks of material misstatement to the financial statements

Risk of material misstatement	Planned audit response
Fraud caused by management override of controls Management is in a unique position to perpetrate fraud because of management's ability to override controls that otherwise appear to be operating effectively.	The audit team will: • Evaluate the design and implementation of controls over journal entry processing. • Make inquiries of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries. • Test journals entries, focusing on those that are assessed as higher risk, such as those affecting revenue and expenditure recognition around the year-end. • Evaluate significant transactions outside the normal course of business. • Assess the adequacy of controls in place for identifying and disclosing related party relationships and transactions in the financial statements. • Assess changes to the methods and underlying assumptions used to prepare accounting estimates and assess these for evidence of management bias.

Source: Audit Scotland

Key audit matters

16. The Code of Audit Practice requires public sector auditors to communicate key audit matters. Key audit matters are those matters, that in the auditor's professional judgement, are of most significance to the audit of the financial statements and require most attention when performing the audit.

17. In determining key audit matters, auditors consider:

- Areas of higher or significant risk of material misstatement.
- Areas where significant judgement is required, including accounting estimates that are subject to a high degree of estimation uncertainty.
- Significant events or transactions that occurred during the year.

18. The matters determined to be key audit matters will be communicated in the Annual Audit Report. Exhibit 2 outlines the significant risks of material misstatement to the financial statements that have been identified, including those that have greatest impact on the planned audit procedures and require most attention when performing the audit.

Group audit

19. Creative Scotland is part of a group and prepares group financial statements. The group is made up of two components, including Creative Scotland which is the parent of the group. Risk assessment procedures have been performed on the group audit to identify if there are any risks of material misstatement to the group financial statements, or any components where audit procedures are required for the purposes of the group audit. The outcome of the risk assessment procedures on the group audit are outlined in [Exhibit 3](#).

Exhibit 3

Outcome of risk assessment procedures on the group audit

Group component	Accounting treatment	Risk of material misstatement	Audit procedures required	Auditor
Creative Scotland	Parent body	Yes, refer Exhibit 2	Yes – full scope audit	Audit Scotland
Shorestage Limited (100% subsidiary)	Consolidated on a line-by-line basis	No – but is material to group financial statements	Group level analytical procedures only	Chiene and Tait LLP

Source: Audit Scotland

20. Where audit procedures are required on a component's financial statements, and the component auditor is different to Creative Scotland's appointed auditor, group audit instructions will be issued to the component auditor outlining expectations and requirements in performing these audit procedures.

Wider scope and Best Value

Introduction

21. Reflecting the fact that public money is involved, the Code of Audit Practice requires that public audit is planned and undertaken from a wider perspective than in the private sector. The wider scope audit set out by the Code of Audit Practice broadens the audit of the annual report and accounts to include consideration of additional aspects or risks in four wider scope areas, which are summarised below:

- **Financial Management:** This means having sound budgetary processes. Factors that can impact on being able to secure sound financial management include the strength of the financial management culture, accountability, and arrangements to prevent and detect fraud, error and other irregularities, bribery and corruption.
- **Financial Sustainability:** This means looking forward over the medium and longer term in planning the services to be delivered and how they will be delivered effectively. This is assessed by considering medium- to longer-term planning for service delivery.
- **Vision, Leadership and Governance:** This means having a clear vision and strategy, with set priorities within the vision and strategy. This is assessed by considering the clarity of plans in place to deliver the vision and strategy and the effectiveness of the governance arrangements to support delivery.
- **Use of Resources to Improve Outcomes:** This means using resources to meet stated outcomes and improvement objectives through effective planning and working with partners and communities. This is assessed by considering arrangements for ensuring resources are deployed to improve strategic outcomes, meet the needs of service users, and deliver continuous improvement.

22. A conclusion on the effectiveness and appropriateness of arrangements Creative Scotland / Creative Scotland National Lottery Distribution Fund has in place for each of the wider scope areas will be reported in the Annual Audit Report.

Duty of Best Value

23. The [Scottish Public Finance Manual](#) (SPFM) explains that Accountable Officers have a specific responsibility to ensure that arrangements have

been made to secure Best Value. [Best Value in public services: guidance for Accountable Officers](#) is issued by Scottish Ministers and sets out their duty to ensure that arrangements are in place to secure Best Value in public services.

24. Consideration of the arrangements Creative Scotland / Creative Scotland National Lottery Distribution Fund has in place to secure Best Value will be carried out alongside the wider scope audit, and a conclusion on the arrangements in place will be reported in the Annual Audit Report.

25. Auditors may also carry out specific audit work covering the seven Best Value characteristics set out in the SPFM. The risk assessment process did not identify a need to carry out specific audit work on any of the characteristics during 2024/25. However, auditors are required to carry out a review of the 'fairness and equality' characteristic at least once during the audit appointment, and this will be carried out in year four of the audit appointment (2025/26).

Significant wider scope and Best Value risks

26. No significant risks in the wider scope areas or Best Value were identified from the risk assessment process.

Reporting arrangements, timetable and audit fee

Audit outputs

27. The outputs from the 2024/25 audits include:

- One (this) Annual Audit Plan.
- Two Independent Auditor's Reports to Creative Scotland and the Creative Scotland National Lottery Distribution Fund, the Auditor General for Scotland, and the Scottish Parliament setting out opinions on the annual report and accounts.
- One Annual Audit Report to Creative Scotland and the Auditor General for Scotland setting out significant matters identified from the audits of the annual report and accounts, conclusions from the wider scope and Best Value audit, and recommendations, where required. The Annual Audit Report will cover both Creative Scotland and Creative Scotland National Lottery Distribution Fund.

28. The matters to be reported in the outputs will be discussed with relevant officers for factual accuracy before they are issued. All outputs from the audit will be published on Audit Scotland's website, apart from the Independent Auditor's Reports, which is included in the respective audited annual report and accounts for each body.

29. Target dates for the audit outputs are set by the Auditor General for Scotland. In setting the target dates for the audit outputs, consideration is given to the target date for approving the annual report and accounts, which is 31 October 2025 for central government non-departmental public bodies, and other similar bodies.

30. The audit team have planned to issue the two Independent Auditor's Reports and single Annual Audit Report to those charged with governance by 30 October 2025, the date of the Audit and Risk Committee. However the accounts will not be signed until the scheduled Board meeting on 20 November.

Audit timetable

31. Achieving the timetable for production of the annual report and accounts, supported by complete and accurate working papers, is critical to delivery of the audit to agreed target dates. [Exhibit 4](#) includes a

timetable for the audit, which has been agreed with management. Agreed target dates will be kept under review as the audit progresses, and any changes required, and their potential impact, will be discussed with management and reported to those charged with governance, where required.

Exhibit 4

2024/25 audit timetable

Audit activity	Audit team target date	Relevant committee date
Issue of Annual Audit Plan	31 March 2025	11 March 2025
Annual report and accounts:		
Consideration of unaudited annual report and accounts by those charged with governance	N/A	20 August 2025
Submission of unaudited annual report and accounts and all working papers to audit team	25 August 2025	N/A
Latest date for audit clearance meeting	10 October 2025	N/A
Agreement of audited and unsigned annual report and accounts	21 October 2025	N/A
Issue of: • Draft Letter of Representation • Proposed Independent Auditor's Reports • Proposed Annual Audit Report	23 October 2025	30 October 2025
Approval of the annual report and accounts by those charged with governance	30 October 2025	30 October 2025
Signing of annual report and accounts at Board meeting	20 November 2025	20 November 2025
Signing of Independent Auditor's Reports at the Board meeting	20 November 2025	20 November 2025
Assurance Statement on the Whole of Government Accounts	31 December 2025	N/A

Source: Audit Scotland

Audit fee

32. The audit fee is determined in line with Audit Scotland's fee setting arrangements. The proposed audit fees for the 2024/25 audits are:

- Creative Scotland and its group: £67,510 (2023/24: £66,230)
- Creative Scotland National Lottery Distribution Fund: £35,270 (2023/24: £34,600)

33. In setting the audit fee, it is assumed that that organisation has effective governance arrangements in place and the complete annual report and accounts will be provided for audit in line with the agreed timetable. The audit fee assumes there will be no significant changes to the planned scope of the audit. Where the audit cannot proceed as planned, for example, due to incomplete or inadequate working papers, the audit fee may need to be increased.

Other matters

Internal audit

34. Creative Scotland / Creative Scotland National Lottery Distribution Fund is responsible for establishing an internal audit function as part of an effective system of internal control. As part of the audit, the audit team will obtain an understanding of internal audit, including its nature, responsibilities, and activities.

35. While internal audit and external audit have differing roles and responsibilities, external auditors may seek to rely on the work of internal audit where it is considered appropriate. A review of internal audit's 2024/25 audit plan was carried out to identify if there were any areas where the audit team could rely on its work. The audit team concluded it will not rely on internal audit's work. However, the audit team will review internal audit's reports and assess if there is any impact on the audit.

Audit quality

36. Audit Scotland is committed to the consistent delivery of high-quality audit. Audit quality requires ongoing attention and improvement to keep pace with external and internal changes. Details of the arrangements in place for the delivery of high-quality audits is available from the [Audit Scotland website](#).

37. The International Standards on Quality Management (ISQM) applicable to Audit Scotland for 2024/25 audits are:

- ISQM (UK) 1, which deals with an audit organisation's responsibilities to design, implement, and operate a system of quality management (SoQM) for audits. Audit Scotland's SoQM consists of a variety of components, such as: governance arrangements and culture to support audit quality, compliance with ethical requirements, ensuring Audit Scotland is dedicated to high-quality audit through engagement performance and resourcing arrangements, and ensuring there are robust quality monitoring arrangements in place. Audit Scotland carries out an annual evaluation of its SoQM and has concluded it complies with this standard.
- ISQM (UK) 2, which sets out arrangements for conducting engagement quality reviews, which are performed by senior management not involved in an audit, to review significant

judgements and conclusions reached by the audit team, and the appropriateness of proposed audit opinions on high-risk audits.

38. To monitor quality at an individual audit level, Audit Scotland carries out internal quality reviews on a sample of audits. Additionally, the Institute of Chartered Accountants of England and Wales (ICAEW) carries out independent quality reviews on a sample of audits.

39. Actions to address deficiencies identified by internal and external quality reviews are included in a rolling Quality Improvement Action Plan, which is used to support continuous improvement. Progress with implementing planned actions is monitored on a regular basis by Audit Scotland's Quality and Ethics Committee.

40. Audit Scotland may periodically seek your views on the quality of audit services provided. The audit team would also welcome feedback at any time.

Creative Scotland / Creative Scotland National Lottery Distribution Fund

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